

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Transit System Development Division of Real Estate 100 Peachtree St., NW 12th Floor Atlanta, GA 30303		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 29 1976 76-226 JUL 14 1976	
4. Person to Contact Deborah A. Mathis		5. Working Title Program Coordinator	6. Telephone Number 586-5205
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) Real Estate Parcel Folder File		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? (See Attached)			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the acquisition of land, the relocation of persons on right of way, and the demolition of buildings on parcels of land acquired by the Authority, Property Management data. Included are: See attached.			
File is arranged: Numerically, by parcel number, by line.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 2 ; Seven to twelve months old 1 ; Thirteen to twenty-four months old 1 ; twenty-five months and older 0 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers 4 ; Legal-size drawers ; Shelves ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <i>U.S. Uniform Relocation & Real Property Acquisition Policies Act of 1970.</i>
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <i>Attached.</i>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | <i>3</i> years.
<i>see below</i> |

Attach copy or excerpt of laws or regulations. Explain administrative need.

UMTA External Operating Manual - Page III D-41

Hold for three years past the date of the submission of the final expenditure report.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Upon completion of activity on parcel, place in inactive file; hold until end of calendar year; then transfer to Records Center; hold for three years past date of submission of final expenditure report; *then destroy*

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
<i>[Signature]</i>	<i>James W. Gulland</i>	<i>6/23/76</i>	<i>[Signature]</i>	<i>Wayne P. ...</i>	<i>6-24-76</i>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
<i>[Signature]</i>	<i>[Signature]</i>	<i>6-23-76</i>	<i>[Signature]</i>	<i>William V. ...</i>	<i>6-28-76</i>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
<i>[Signature]</i>	<i>James W. Gulland</i>	<i>6/23/76</i>	<i>[Signature]</i>	<i>Carroll Hart</i>	<i>7-13-76</i>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
<i>[Signature]</i>	<i>Douglas M. ...</i>	<i>6-23-76</i>			